	MILEAGE RECORD – Site and Food Service Staff*								
Tame of Employee:									
Date	Odometer Reading: Start	Odometer Reading: <b>Stop</b>	Number of Miles	Itinerary					

Signature of Employee

<sup>\*</sup>Use this form for any staff performing an **operating** task, specifically related to the food service (e.g. site staff, cooks, etc. transporting meals).